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## **IARS INTERNATIONAL OUTREACH TRAVEL GRANT APPLICATION GUIDELINES & INSTRUCTIONS**

### **Travel grant application site opens August 2025.**

An exclusive opportunity for IARS members located in low-, lower-middle-, and upper-middle-income countries, the IARS International Outreach Travel Grant supports global scientific exchange and helps increase the diversity of perspectives, backgrounds and research in anesthesiology.

Are you conducting research related to anesthesiology or perioperative medicine that you want to share with the global anesthesiology community? Are you interested in attending the 2026 Annual Meeting, presented by IARS and SOCCA, May 1-3, in Montreal, Canada?

Submit your abstract and apply for a travel grant ranging from \$1,000 to \$5,000 to attend our 2026 Annual Meeting.

### **What You Will Gain**

- International exposure and financial support for your research
- The opportunity to present in a dynamic, multinational context
- New connections with collaborators, mentors and peers from around the world

### **DEADLINES:**

**November 23, 2025:** Travel Grant submissions due, 11:59 pm EST.

**December 7, 2025:** Abstract submissions due to the 2026 Annual Meeting, presented by IARS and SOCCA, via [the meeting abstract submission site](#).

**February 2026:** Travel Grant applicants will receive submission status notification.

**April 2026:** Awardees announced publicly.

### **Two-Step Process to Apply for the International Outreach Travel Grant**

1. Submit an abstract to the 2026 Annual Meeting, presented by IARS and SOCCA, via the meeting abstract submission site at <https://meetings.iars.org/abstracts/submissions/>.
2. Then, submit a travel grant application through the ProposalCentral submission site. All information requested in the travel grant application and required attachments must be supplied. Failure to do so will disqualify the application.

### **Applicant Eligibility Criteria**

- Principal applicant must be a current IARS member.
- Principal applicant must be currently located in a low-, lower-middle- or upper-middle-income country.
- Applicants must have submitted an abstract to the 2026 Annual Meeting, presented by IARS and SOCCA, via the meeting abstract submission site at <https://meetings.iars.org/abstracts/submissions/>. Submitting an abstract through the travel grant process in ProposalCentral is not sufficient.
- Applicants may submit only one application for the travel grant. If you are submitting multiple abstracts to the meeting, please submit only your strongest abstract with the highest likelihood of acceptance for the travel grant.
- Applicants must be an early-career or mid-career investigator or currently in-training.
- Applicants must be pursuing a career that involves research.



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- Applicants must be conducting research related to anesthesiology or perioperative medicine
  - Applicants must be connected directly or collaboratively to an anesthesia department.

## **Disqualifications**

- Former recipients of this grant.
- More than one grant application from the same applicant.
- Applied and received the Global Scholars Award in the same calendar year. Applicants may apply for both awards but may only accept one.

## **Abstract Guidelines**

- The abstract submitted to the 2026 Annual Meeting must be related to anesthesiology or perioperative medicine.
- The conducted research should be connected directly or collaboratively to an anesthesia department.
- Medically challenging cases, case reports and case series do not qualify for this grant.

## **Application Review and Recipient Selection**

- An External Advisory Board, appointed by the IARS Board of Directors and International Subcommittee, will review all applications. Awards are granted at the sole discretion of the IARS.
- Applications will be reviewed on 5 core competencies:
  1. **Scientific significance of the research question**, focusing on its potential to address an important challenge or gap in anesthesiology or perioperative medicine
  2. **Innovation of the project or question they are pursuing**, how novel and original is their project
  3. **Environment for the project or question they are pursuing**, assess the institutional context and resources available to support the project and whether the environment is conducive to success
  4. **Candidate background and accomplishments**, considering the resources available to them
  5. **Impact of the award and travel to the IARS meeting** on their career development and outcome of their research

## **Award Details**

- Travel grants ranging from \$1,000 and up to \$5,000 USD will be awarded based on the economic classification of the applicant's country location [as defined by The World Bank](#).
  - Low-Income Countries = up to \$5,000
  - Lower-Middle-Income Countries = up to \$3,000
  - Upper-Middle-Income Countries = up to \$1,000
- Awardees receive complimentary registration to attend the Annual Meeting.
- Awardees must stay at the Annual Meeting hotel, the Fairmont the Queen Elizabeth.
- Funds must be used to support travel to the Annual Meeting. Valid expenses include airfare, ground transportation, visa fees, hotel expense and meals.
- Awardees will be reimbursed via electronic payment. Receipts for valid expenses are required for reimbursement up to the travel grant value within 30 days post-meeting.
- Any and all publications and/or presentations resulting from research that has utilized IARS funds must indicate the following: "Supported (or 'Supported in part') by a travel grant from the International Anesthesia Research Society."



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## APPLICATION INSTRUCTIONS

**Deadline to submit an application is 11:59 PM EST on November 23, 2025.**

### **Getting Started in ProposalCentral**

- *If you are a new user of ProposalCentral*, click the "Need an Account!" link button to register as a new user in the system. After you register, complete your Professional Profile (4th tab from the left) before starting an application.
- *If you are already registered with ProposalCentral*, login with your username/email and password.
- To start an application, select the "Grant Opportunities" tab. A list of applications will be displayed. Find the Grant Maker "International Anesthesia Research Society" and "IARS International Travel Outreach Grant." Click the "Apply Now" link to create an application.

**ProposalCentral Customer Support Information:** If you have difficulties registering, logging in, or creating your application, contact:

Toll-free U.S. and Canada: (800) 875-2562

Direct Dial International: (703) 964-5840

Email: pcsupport@altum.com

### **Application Format**

The following information is required to submit a complete application. The numbers correspond to the application sections that appear on the left side of the online application.

1. **Title Page.** Enter the title of your abstract submission. The title is limited to 100 characters in length (including spaces).  
Travel stipends ranging from \$1,000 and up to \$5,000 USD will be awarded based on the economic classification of the applicant's country location as defined by The World Bank. Your proposed budget must adhere to the dollar level designated to your LMIC category. IARS will only award funds up to the amount pre-determined for your LMIC designation. Applicants must currently be located in an LMIC to be eligible to receive a travel grant. Enter total amount requested in U.S. dollars.
2. **What is the anesthesia subspecialty category for this research?** Please select one category.
3. **Download Templates & Instructions.** The Guidelines and Application Instructions document can be downloaded from this section. Click the "Download" icon to save the instructions to your computer.
4. **Enable Other Users to Access this Proposal.** This section allows you to give others access to this application. This is optional.
5. **Applicant.** Enter information for the applicant, including:
  - Connect to or create your ORCID ID. ORCID provides a persistent digital identifier that distinguishes you from other researchers. Learn more at [orcid.org](https://orcid.org).
  - Indicate that the applicant is a current IARS member.
  - Indicate the applicant career level.
6. **Applicant Demographics.** Enter demographic information for the PI. Gender, race and ethnicity are optional. Data from this page will not be disclosed to reviewers.



7. **Institution & Contacts.** Enter information regarding the lead institution for the abstract, Department Chair, and the Principal Investigator for the abstract submission.
8. **Co-Authors.** Enter information regarding any co-authors on the abstract research project in the order they are published in your abstract submission.
9. **Attachments.** Prepare and upload the following required documents into your application in portable document format (PDF). Use templates where provided.

## 1. CURRENT CV

Upload this document as a PDF (not to exceed 5 pages) that includes a brief personal statement, current position, education and training, ongoing projects, awards/positions/honors, list of current external and institutional funding, contributions to science (i.e., publications, abstract presentations, etc.).

## 2. LETTER OF MOTIVATION

All applicants are required to provide a 1-page letter of motivation as a PDF or Microsoft Word document. The letter must include:

- a. Your goal for your research and career
- b. How attending the IARS Annual Meeting will benefit your research and career
- c. What you hope to achieve after receiving this grant
- d. What resources or support you require to achieve your goals
- e. Where you see yourself in 5-10 years

## 3. COPY OF ABSTRACT SUBMITTED TO IARS 2026 ANNUAL MEETING

All abstracts must be submitted through the IARS 2026 Annual Meeting abstract submission site to be considered for presentation at the meeting. If you have not yet submitted your abstract to the site, you may do so at <https://meetings.iars.org/abstracts/submissions/>. If you require assistance in downloading a copy of your abstract, please contact the IARS Meetings Department at [meetings@iars.org](mailto:meetings@iars.org).

## Formatting Guidelines for Attachments

- **Font:** Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 point or larger.
- **Margins:** Page margins should be no less than 0.5 inch on each side for all pages. Template margins may be altered within these specifications.
- **Spacing:** Single-spaced text is acceptable. Space between paragraphs is recommended.
- **Page numbering:** The CVs must be numbered consecutively. Do not use suffixes (e.g. 5a, 5b).
- **Figures, Graphs, Diagrams, Charts, Tables, Figures Legends, and Footnotes:** Text must be readily legible. Font size of 9 point or larger is recommended.
- **Grantsmanship:** Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parenthesis; the abbreviation may be used thereafter.

10. **E-Signatures** - certification and acceptance of terms (form within ProposalCentral)



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The applicant's required signatures must be complete prior to the due date of the application in order to submit.

11. **Validate.** Validate the application on ProposalCentral. This is an essential step and checks for required data and attachments. You will not be able to submit your application unless all of the required information has been provided. An application that has not been validated cannot be submitted.
12. **Submit.** You will not be able to submit your application if you have not provided all of the required information. Once you have clicked the "Submit" button, an email will be sent to the applicant confirming the submission from [pcsupport@altum.com](mailto:pcsupport@altum.com). Please add [pcsupport@altum.com](mailto:pcsupport@altum.com) to your safe senders list to ensure receipt of your submission.

## **Inquiries**

Inquiries or technical issues regarding ProposalCentral and the online application process should be directed to customer support at (703) 964-5840, or toll free at (800) 875-2562, or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

Inquiries about the International Outreach Travel Grant guidelines, eligibility requirements, and application materials can be directed to IARS. Please contact Meghan Whitbeck at [mwhitbeck@iars.org](mailto:mwhitbeck@iars.org).